

Numbered Memorandum RM 07-22, "NWM 15.2007 Tips for Scheduling Potentially Permanent Electronic Records"

Attached is a memorandum from NARA announcing the issuance of NARA brochures containing Tips for Scheduling Potentially Permanent Electronic Records.

Lorretta Bryant
Records Management Division, IM-23
Office of the Chief Information Officer
301-903-2164

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]
Sent: Friday, July 20, 2007 2:25 PM

Subject: NWM 15.2007 Tips for Scheduling Potentially Permanent Electronic Records

July 20, 2007

NWM 15.2007

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Tips for Scheduling Potentially Permanent Electronic Records.

I am pleased to notify you that NARA has issued six new Tips for Scheduling Potentially Permanent Electronic Records. The tips in these printable brochures can assist in identifying and collecting technical information needed to evaluate potentially permanent electronic records during scheduling.

These products are available in PDF and have been posted on the NARA web site at <http://www.archives.gov/publications/records-mgmt.html#pamphlet>.

If you have any questions, please contact the Life Cycle Management Division archivist or Regional Records Management Contact assigned to work with your agency. A list of the appraisal and scheduling work groups is posted on the NARA web site at: <http://www.archives.gov/records-mgmt/appraisal/index.html>.

PAUL M. WESTER, JR
Director
Modern Records Programs